

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: September 26, 2016

RE: **Town Administrator's Report**
September 10, 2016 to September 26, 2016

1. **Accomplished/completed** the following:

2. **Coming up/Working On**

- We continue to work on getting the budget together. Having a shared drive with some department heads has been helpful – we are working out the bugs. Barb did a tremendous job putting budget files together!
- I will begin reviewing the emergency operations plan and work with staff and volunteers to make changes. Barb recommended that we add a budget line item for emergency-related purchases.

3. **Town Board Agenda – More Information/Comments**

- Island Institute - Max from the Chamber, Glenn Carlson, Michael Childers, Michael Collins and I are working to get plans and arrangements together for the Island Institute visit scheduled for October 12/13. We should have plans finalized within the next week and will be providing you with more information. Please save the evening of 10/12 and all day 10/13 for meetings with these folks.
- Big Arn's/Brian's Road – Supervisor Brenna asked for some additional information regarding the report that was submitted to the Town Board at the August 23 meeting. Because we are gearing up for budgets, I have not yet gathered that information; however I will have it ready for the October meeting.
- Purchasing and Contracting Policy and Procedure Manual – Department Heads have asked that we take this back up after budgets have been completed. This will be on the November 8 agenda for your final review.
- Turnout for Transportation Meeting and Information – You received a memo from Wisconsin Towns Association Executive Director Mike Koles dated 8/26/16 regarding efforts to find a solution to infrastructure funding on a statewide level. The memo asks the following: 1) Discuss at your next meeting the three specific infrastructure situations that are plaguing the community and identify how they are negatively impacting the Town; 2) Email these to the WTA; 3) Attend the county meeting on Turnout for Transportation. Kristian put together a comprehensive memo regarding infrastructure issues for your review and comment. If you approve, the memo will be sent on to Emmer and to the state for the 10/29 meeting to represent the Town.

- Rural Mutual Insurance – Al Shiefelbein will be here to say Hi and answer any questions you may have about the Town’s insurance.
- Compensation Resolution – The compensation changes listed in this resolution were approved at the last Town Board meeting.
- Mass Appraisal Report – Appraisal report prepared by Jennie Sanders Martin. Micaela reviewed and found a few errors that she documented in a letter to Jennie.
- Chequamegon Chapter of Citizen’s Climate Lobby Request for Support – You received a copy of this email dated 9/14/16. You are being asked to sign on to the letter they have prepared regarding this matter.

4. **Follow Up on Previous/Ongoing Projects**

Barb and I continue to work on the Personnel Policy with Town Board member Sue Brenna and Glenn Carlson – budgets are pushing back our next meeting.

5. **Grant Report**

The Wisconsin Coastal Zone program has stated they will entertain a grant from the Town for engineering and permitting work to put a second walkway down to a floating dock on the lagoon at Big Bay Town Park. The purpose of the second walkway is to reduce traffic on the primary stairway and bridge and to provide better accessibility to the water.

However, the Harbor Committee has also identified this grant as a possible funding source for the Town Dock expansion. I will be following up with Coastal Zone staff to see if it is a fit. The grant is due November 1.

6. **Lawsuits/Legal Issues**

No active legal issues.

7. **Comments/Other Information**

None.

Cc: Department Heads
Micaela
Waggie